women and part-time employment

WOMEN'S DIRECTORATE
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Manitoba

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WOMEN AND PART-TIME EMPLOYMENT

SUMMARY REPORT

Women's Bureau
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and Employment Services
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WOMEN & PART-TIME EMPLOYMENT

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PREFACE

This project was conducted during the summer of 1982 by the Women's Bureau of the Department of Labour & Employment Services, through the Student Temporary Employment Programme.

One student was employed to work on the study; devising, administering and analyzing the data. The student, Lisa Dveris, worked under the supervision of Cathy Muzeen, Counsellor and Shirley Bradshaw, Director of the Women's Bureau.

PURPOSE AND METHODOLOGY

A survey of women part-time workers aged 25-41 was initiated by the Women's Bureau of the Department of Labour and Employment Services in the summer of 1982. The age group of 25-41 was chosen because previous research has shown that women between the ages of 25-44 comprise the major portion of the part-time labour force. Survey objectives included:

1) to examine present working conditions of part-time employees
2) to examine why women prefer part-time work and how this work style is integrated into family and personal life
3) to explore present work styles and to gather opinions about alternative work styles i.e. flex-time, job sharing, compressed work week
4) to discover what the "ideal" work situation would be for this particular group of women.

A questionnaire was developed and administered to fifty (50) women within the Winnipeg area. Participation was voluntary and was gathered via the Women's Bureau Newsletter, three department stores, and letters circulated to various government departments.

A standard interview was developed and was administered as a personal interview. This method was chosen to ensure the maximum rate of response. Approximately 750 women were initially contacted. Fifty of these women volunteered their time for the interview. The sample size of 50 was determined because of staffing and time constraints.

The definition of part-time work used for the questionnaire was Statistics Canada definition: "usually works less than 30 hours per week."[1] This definition allowed for the inclusion of regular and casual part-time workers.

Literature Review

INTRODUCTION

The purpose of this literature review is to provide some background information on the alternative workstyles explored through the survey. In particular, the role of women in each work style and a working definition will be provided.

PART-TIME WORK

In Manitoba, of the 70,000 individuals working part-time, 51,000 or 73% are women. This is consistent with the national average. It is evident that women are the primary source of part-time labour. In her report, Part-time Work in the Canadian Economy, M. Bossen states that the majority of women part-time workers are married.[3] Similarly, Statistics Canada Labour Force Part-time study (1982) supports this statement with over 85% of the part-time labour force being married women.

A brief historical look at part-time work explains its roots. Weeks (1977) cites that the demand for part-time work has been related to the "ten million" housewives who desire employment. Housewives were seen as the solution to the shortage of secretarial and clerical workers.[5]

Part-time work is far more frequently discussed in relation to women than to men and more often than not, is linked with retired persons and students. Part-time work has been cited as a convenient, short-term solution to women's wish to work and to fulfill their family obligations.[4] Women typically work part-time because of family responsibilities.

Attitudes toward part-time work are closely related to views and stereotypes of women. Women seek part-time employment in an attempt to solve the contradiction between financial need and home responsibilities. A study done in Saskatchewan cites wanting shorter

hours as the number one reason for women working part-time while family obligations was the second most common reason cited for women working part-time.

In its present form, part-time work serves to perpetuate the inequality of women in the labour force. Part-time work constitutes a peripheral or secondary labour market where jobs are generally low skill, poorly paid, insecure, rarely unionized and offer few advancement opportunities.[6] Of all part-time jobs, 68% are in clerical, sales, and service occupations. These occupations are traditionally low paying and generally offer few promotional opportunities.[7] Because part-time jobs are irregular and for the most part, unskilled, there is little opportunity for advancement.

On the surface, part-time work appears to be a viable alternative for women to work and maintain family obligations. However, only a minority of part-time jobs currently available have a significant skill component. As well, fringe benefits are usually non-existent in the part-time work sector.

In discussing the advantages and disadvantages of part-time work, one cannot help but realize that the advantages are far greater for the employer than for the employee. Some of the advantages Bossen (1975) cites for the employer are:

a) turnover reduction
b) avoids overtime cost
c) retention of skills
d) increased skill supply (married women)

Similarly, Bossen (1975) cites the disadvantages to the employee as:

a) more people control
b) lack of fringe benefits
c) there is no specific legislation covering part-time employees
d) not the same opportunity to train part-time people (to increase efficiency, knowledge)

JOB SHARING

Job Sharing is one possible form of part-time work in which a full-time position is split in two. The criterion for job sharing is: 1) job sharing must be voluntary - an option chosen by the worker; 2) must involve the deliberate conversion of a full-time position; 3) must depend on the existence of a partner or other half; 4) must include the provision of fringe benefits."[8]

Job sharing has the potential of being an ideal work situation for women (parents) with young children. A recent study cited in Meier's book indicates that in 'intact' families, the highest stress for mothers arises when working full-time, less when not working at all, but <u>least</u> when working part-time.[9] This clearly implies that part-time work opportunities may be a means of helping to preserve the family unit.[10] So then, the quality of part-time work must improve, with job sharing existing as one feasible alternative.

FLEX-TIME

The term flex-time implies that a worker can have some flexibility in the scheduling of her hours. The essential provision of the flexible work schedule is that workers can, within a prescribed band of time in the morning and again in the afternoon, start and finish work at their discretion as long as they complete the total number of hours required for a given period, usually a month.[11] That is, the workday can vary from day to day in its length as well as in the time that it begins and ends.[12]

For workers, the advantages of flex-time are the decrease in psychological and physiological stresses. As well, there appears to be a reduction of distinction between managers and professional workers. The disadvantages of flex-time are the need for a time clock or other time recording mechanisms, and the (often) exclusion of service and blue collar workers in production jobs.

Flex-time schedules are reported to result in the ratio of hours worked and hours paid. The reason for this is because time is no longer lost because of tardiness or short periods of unrecorded leave. Also, firms have reported that days absent has declined and sick leave is reduced because accumulated time credits can be used for personal affairs.[13]

Flex-time could be a feasible alternative for those individuals wishing to combine parenting with a career. It allows for flexibility in working hours; thus allowing time for home and family responsibilities.

COMPRESSED WORK WEEK

A compressed work week is understood as literally compressing an extended period of work day hours into one day. For instance, an employee may work four (4), twelve (12) hour days and have the next (four) 4 off (such as nurses and hospital personnel do). There are other varying forms of compression.

A study done by the Quebec Ministry of Labour (1978) reveals both disadvantages and advantages of compressed work week. The disadvantages are: fatigue, schedule organization, i.e. irregularity of hours and days worked and days off. Younger workers, women and unmarried employees attach greater value to the increase in free time and find more job satisfaction from the change than other workers do.[14] Employees in this category also tended to complain more about fatigue and schedule organization. Older workers, men and married employees gave greater emphasis to the positive effect of the compressed week on family life and, generally, they found few advantages.[15]

CONCLUSION

It appears from the research and literature reviewed, that alternative work styles have been created in an attempt to once again, accommodate the responsibilities that women typically assume. It is still very much a reality for women to carry out the major portion of both home and family (child-rearing) responsibilities.

Alternative work styles can be ideal for women as well as men wanting to combine parenting with their careers. For instance, one couple may share a job or work flex-time, thereby allowing each other the opportunity for other activities, whatever they may be.

SUMMARY HIGHLIGHTS OF SURVEY RESULTS

Background Information

The ages of the women surveyed ranged from 25 - 41 years. The largest age group was between 30 and 34 years old. All 100% women were married with the majority (96%) having dependent children. The average number of children was 2 while the average age of all children combined was 6.9 years.

For level of education, 52% of women had college or university training, 28% had senior high school as their highest level of education and 20% had training in business/commercial college, hospital and real estate.

Present Job Situation

The occupations of the women surveyed were diversified with the majority of women (38%) doing office/clerical work. Most women had been in their jobs for approximately 12 - 24 months. The survey also showed that 86% of women worked between 13 to 21 3/4 hours per week. The majority of women worked a combination of mornings and afternoons.

The largest income category was $3,000 - $6,999, annually. Twenty-one or 42% earned this income annually.

For those women recently returning to work after being a homemaker, the most common reason cited was "to get out of the house and/or for psychological need. [11]

Job Satisfaction

The majority of women (82%) were satisfied with their jobs. Occupational skills varied with each job and ranged from typing, shorthand and communication to health care, knowledge and mathematics. Of the 50 women interviewed, 41 or 82% felt they were using their skills in their current jobs.

When asked about qualifications with regard to their present job, 24% felt they were overqualified while 76% felt suitably qualified.

Most women (76%) were satisfied with their salary, their working hours (96%), treatment by their employers (90%) and treatment by their co-workers (94%).

Only 12 women or 24% were optimistic about promotional opportunities. Seventy-six per cent stated there was no opportunity for any sort of promotion in their job.

Of the 50 women, 18 or 36% selected their own working hours. Twenty per cent had their employer select their working hours while 44% selected their working hours in combination with their employers.

Benefits

Overall, the majority of women (58%) were dissatisfied with the benefits they received from their employer.

Of the 50 women surveyed only 18 or 36% were contributing to a pension plan while 58% were not offered the opportunity to join a plan.

Of the 50 women only 28 or 56% received sick leave and only 17 or 34% received overtime pay for after hours work. Approximately 32% of the women interviewed received dental insurance or additional medical benefits from their employer.

For the women surveyed, 27 or 54% were not members of a union while 23 or 46% were union members. The reasons for non-unionization were term position, management and non-unionization of place of employment.

Reasons for Part-Time Employment

In the interview, women were given a variety of reasons for choosing part-time work over full-time work, and, were asked to respond to each reason. Of all women, 44 or 88% indicated that family responsibilities was a consideration in choosing part-time work. Other common reasons were few hours preferred (58%) and supplement other income (50%).

When asked to state the main reason for working part-time, 50% of the women indicated family obligations, 40% indicated self-fulfillment and 8% for financial reasons.

Child Care

In terms of child care arrangements, 36 or 72% of the women required child care arrangements. Of the 36 women using child care facilities 35 or 97% were satisfied with their arrangements.

For those women with children, 29 out of 46 or 63% would not work full-time even if good quality child care was available.

Of the 46 women who have children, 22 or 47% would use child care facilities at their workplace if available.

Time Spend Away from Paid Employment

When asked about leisure time alone, 24% stated they had no set time alone per week, however, for those who did have time alone the most frequent response was 4 - 6 hours per week (26%).

The most frequent response for amount of time a woman spends with her spouse alone is 9 - 12 hours per week (36%).

Half (50%) of the women surveyed stated their lifestyle was hectic while 50% were satisfied with their present lifestyle.

The majority of women (78%) stated that they would like to have more time for other activities. When asked what activity, exercise and fitness was the most frequest response with time for self in general as the second most frequent response.

Of the women interviewed, 60% felt they did not have enough time for themselves while 40% felt they did not have enough time for their husbands and 20% felt they did not have adwuate time for their children.

Domestic Tasks and Responsibilities

The majority of women (80%) spend between 1 and 10 hours per week on housework and cleaning. Forty-six per cent of women surveyed spend from 6 - 10 hours per week cooking and preparing meals. More than half (58%) of the women spend from 40 - 65 hours per week caring for their children. Women with infants spend in excess of 65 hours per week caring for children. Forty-four per cent of the women interviewed spend between 1 and 3 hours per week on laundry.

For 54% of the women surveyed, child care consumed a major portion of their time. The second most cited activity was housework (32%).

Of the 50 women interviewed, almost all received some spousal assistance for domestic responsibilities. Sixty per cent of spouses assisted with housework and cleaning, 56% with cooking and preparing meals, 86% with caring for children and 78% with errands and shopping. Only 22% assisted with laundry.

Alternate Work Styles

The majority of women (92%) felt that their present work style allowed them freedom and time enough to carry on outside activities.

When asked how many hours of employment per day would suit their lifestyles, 34% of women indicated between 6 to 6½, 28% said between 7 - 7½ and another 26% said between 3 - 4. On a weekly basis 30% indicated between 19 - 21 and 26% said between 16 - 18 hours.

When questioned about the alternative work styles of flex-time, job sharing and compressed workweek, women generally liked both flextime (74%) and job sharing (84%). Only 36% stated they would take advantage of compressed work week. Of the 50 women, the majority felt their job could be efficiently carried out through both flexible hours, and job sharing. Fewer women felt that their jobs could efficiently accommodate a compressed work week.

Career Aspirations

When asked if women would like the opportunity to change their career, 56% said they desired a career change while 44% had no desire to change their careers. Of those women wanting career changes, 42% would return to college. 48% would engage in on the job training. 44% would consider retraining with subsidy. Women who did not indicate desires of career change were still posed the options of career development. Of those women, 22% would return to university, 30% would engage in on the job training and 26% would consider retraining with subsidy.

Most Effective Work Style

Part-time work was the most often cited work style for women considering what the most effective work style could be for them.

Of the 50 women, 64% were aware of the alternative work styles of flex-time, job sharing and compressed work week.

FOOTNOTES

1. The Labour Force, Statistics Canada, Catalogue 71-001 monthly June 1982, p. 56
2. Part-Time Work in the Canadian Economy, Marianne Bossen, October 1975, p. 19
3. Ibid. p. 59
4. Part-Time Work in Canada, M. W. Weeks May, 1977, p. 16 - 17
5. Ibid. p. 150
6. Part-Time Work: A Review of the Issues Canadian Advisory Council on the Status of Women November, 1980, p.3
7. Preliminary Overview of Part-Time Workers in Canada, Women's Bureau, May 1980, p. 5
8. Job Sharing, G. Meir, 1979, p. 2 see definition in appendix
9. Ibid. p. 7
10. Ibid. p.7
11. Flexible Working Hours: One Company's Happy Experience, Business Quarterly, 1973, p. 60
12. New Patterns For Working Time, Labour Review, Bureau of Statistics February 1973, p. 5
13. Ibid. p. 6
14. Effects of the Compressed Work Week, IR, Research Reports, Volume 2 #4 March - April 1978
15. Ibid. p. 6

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Statistics Canada, The Labour Force - Catalogue 71-001 - June, 1982

Weeks, M.S. Part-Time Work in Canada: A Study of Ideology & Implications for Women, McMaster University, 1977

Will Men "Legitimize" Part-Time Work, in Ms. Magazine, May, 1980 P. 37 - 40

APPENDIX 1
TABLES FOR OVERALL ANALYSIS

TABLE 1

AGE OF RESPONDENTS

	AGE				
	25 - 29	30 - 34	35 - 40	41	TOTAL
No. of Women	11	23	14	2	50

TABLE 2

MARITAL STATUS OF RESPONDENTS

Marital Status	Number	Per Cent
married	50	100

TABLE 3

DEPENDENT CHILDREN OF RESPONDENTS

Dependents	No. of Women	Per Cent
Yes	48	96
No	2	4

TABLE 4

AGES OF CHILDREN OF RESPONDENTS

No. of Children	Average Age
1	9.85 months
2	6.69 years
3	8.83 years
4	15.5 years

Average age of child of all women combined is 6.9 years

Average number of children was 2 per woman

TABLE 5

INCOME OF RESPONDENTS

Income	No. of Women
Under $3000	3
$3000 - $6999	21
$7000 - $10,999	9
$11,000 - $14,999	9
$15,000 - $19,999	7
$20,000 - $24,999	1
$25,000 - $34,999	0
Over $35,000	0
TOTAL	50

TABLE 6

HIGHEST LEVEL OF EDUCATION

	Number of Women	Per Cent
No Formal Education		
Elementary		
Junior High		
Senior High	14	28
Adult Education		
Apprenticeship		
Business or Commercial College	6	12
Technical Training		
Vocational Training		
Hospital Training	4	8
College or University	26	52

TABLE 7

TYPE OF EMPLOYMENT OF RESPONDENTS

Occupations	No. of Women	Per Cent
Managerial, Administrative & Related Occupations	3	6
Occupations in Natural Sciences, Engineering & Mathematics	0	0
Occupations in Social Sciences and Related Fields	5	10
Teaching and Related Occupations	4	8
Occupations in Medicine and Health	11	22
Artistic, Literary, Performing Arts & Related Occupations	0	0
Occupations in Sport and Recreation	0	0
Clerical and Related Occupations	19	38
Sales Occupations	7	14
Service Occupations	1	2
Processing Occupations	0	
Machining and Related Occupations	0	
Product Fabricating, Assembling & Repairing Occupations	0	
Other Crafts and Equipment Operating Occupations	0	
Not specified	0	
TOTAL	50	100

TABLE 8

TYPE OF PART-TIME WORK

	No. of Women	Per Cent
Regular	42	84
Casual	8	16
Contingent	0	0

TABLE 8A

LENGTH OF TIME IN JOB

	No. of Women	Per Cent
1 - 4 months	3	6
6 - 11 months	4	8
12 - 30 months	20	40
36 - 42 months	4	8
4 - 4½ years	6	12
5 years	6	12
7 - 10 years	7	14

TABLE 9

HOURS PER WEEK WORKED

Hours	No. of Women	Per Cent
4 - 10	2	4
13 - 21 3/4	43	86
25 - 37 1/2	3	6
Varies	2	4

TABLE 10

JOB SATISFACTION

	No. of Women	Per Cent
Yes	41	82
No	9	18

TABLE 11

TIME OF DAY WORKED

Time of Day	No. of Women	Per Cent
Morning (only)	5	10
Afternoon (only)	1	2
Evening (only)	4	8
Night (only)	1	2
Combination: Morning & Afternoon	37	74
Afternoon & Evening	1	2
Evening & Nights	1	2

TABLE 12

SPECIFIC WORKING HOURS

Hours	No. of Women	Per Cent
* Full day from: 8 a.m. - 5 p.m.	13	26
9 a.m. - 6 p.m.	14	28
12 a.m. - 8 a.m.	1	2
6 p.m. - 12 a.m.	1	2
2 p.m. - 9 p.m.	2	4
10 a.m. - 6 p.m.	3	6
7:15 a.m. - 3:30 a.m.	1	2
Alternating days (2x) 8:30 - 4:30 plus (1) 1/2 day	6	12
Mornings 8 a.m. - 1 p.m.	6	12
Other 7:30 p.m. - 9:30 p.m.	1	2
Nonspecific	2	4

* women working w/in time frame - e.g. 8:30 or 8:00 - 4:30

TABLE 13

SELECTION OF WORKING HOURS

	Number	Per Cent
Self	18	36
Employer	10	20
Combination	22	44

TABLE 14

REASONS FOR P.T. EMPLOYMENT

Part-time over Full-time: Reason	No. of Women
1. Family situation (children)	44
2. Student	4
3. Health or Age	0
4. Psychological need/mental health	16
5. Supplement other income	25
6. Keep license of specialty up to date	12
7. Fewer hours preferred	29
8. Flexibility of hours	18
9. Only part-time status available in line of employment preferred	2
10. Cut back, lay off to staff to p.t.	1
11. Other: time with husband	1

TABLE 15

MAIN REASON FOR WORKING PART-TIME

Reason	No. of Women	%
Family obligations	25	50
Attending School	0	0
Couldn't find full-time work	0	0
Health	0	0
Prefer shorter hours	0	0
Other: Self fulfillment/psych. need	20	40
Financial	4	8
In anticipation of full-time	1	2

TABLE 16

REASON FOR WORKING PART-TIME

	Manitoba Total	Personal or Family Responsibility	Going To School	Only Found P.T.	Didn't Want
Female	88	9	13	10	25

Statistics Canada - 71-001
September 1982

TABLE 17

INCLUSION IN COMPANY PENSION PLAN

	No. of Women	Per Cent
Yes	18	36
No	29	58
Voluntary Withdrawal From Plan	3	6

TABLE 18

FRINGE BENEFITS RECEIVED FROM EMPLOYMENT

	No. of Women	Per Cent
Sick leave	28	56
Staff Discounts	11	22
Extra Medical & Hospital Coverage	16	32
Dental Insurance	16	32
Over-time Pay	17	34
Unemployment Insurance	46	92
Others:		
Group Life Insurance	7	14
Subsized Cafeteria	1	2
Continuation Insurance	1	2

NOTE - unemployment insurance was offered as a fringe benefit because it is offered to those working more than 15 hours per week.

TABLE 19

USE OF OCCUPATIONAL SKILLS IN JOB

	No. of Women	Per Cent
Yes	41	82
No	9	18

TABLE 20

QUALIFICATION FOR JOB

	No. of Women	Per Cent
Over Qualified	12	24
Under Qualified	0	0
Suitably Qualified	38	76

TABLE 21

OPPORTUNITIES FOR PROMOTION

	No. of Women	Per Cent
Yes	12	24
No	38	76
Interest in Promotion	4	8

note: Those women not having any opportunity for promotion still expressed interest in promotion.

TABLE 22

PREFERENCE FOR FULL-TIME EMPLOYMENT

	No. of Women	Per Cent
Yes	7	14
No	43	86

TABLE 23

SATISFACTION WITH JOB IN SPECIFIC AREAS

	No. of Women	
	Yes	No
Salary	38	12
Hours	48	2
Benefits	21	29
Treatment by Employers	45	5
Treatment by Co-workers	47	3

TABLE 24

UNION MEMBERSHIP

	No. of Women	Per Cent
Yes	23	46
No	27	54

TABLE 25

USE OF CHILD CARE FACILITY

	No. of Women	Per Cent
Yes	36	72

TABLE 26

CHILD CARE ARRANGEMENT

Day Care Centre	3
Family Care Centre	2
Babysitter outside your home	13
Babysitter inside your home	5
Relative over 18 years	8
Relative under 18 years	0
Child looks after self	0
Other/Husband	4
N	36

TABLE 27

SATISFACTION WITH CHILD CARE ARRANGEMENTS

	No. of Women	Per Cent
Yes	35	97
No	1	3
N	36	

TABLE 28

WORK FULL-TIME IF GOOD CHILD CARE AVAILABLE

	No. of Women	Per Cent
Yes	17	37
No	29	63
N	46	

TABLE 29

USE OF CHILD CARE AT WORK PLACE IF AVAILABLE

	No. of Women	Per Cent
Yes	22	47
No	24	53
N	46	

TABLE 30

ACTIVITIES OF RESPONDENTS - NUMBER OF HOURS PER WEEK

Hours & Activities	No. of Hours	No. of Women	%
Housework & cleaning	1 - 5	20	40
	6 - 10	20	40
	10 - 15	10	20
Cooking/preparing meals	1 - 5	7	14
	6 - 10	23	46
	10 - 15	18	36
	15+	2	4
Caring for children	1 - 15	4	8
	16 - 25	6	12
	25 - 40	9	20
	40 - 65	24	48
	65+	5	10
Laundry	0	1	2
	1 - 3	22	44
	4 - 6	17	34
	7 - 10	10	20
Errands/shopping	1 - 3	27	54
	4 - 6	17	34
	7 - 10	6	12
Leisure time alone	0	12	24
	1 - 3	7	14
	4 - 6	13	26
	7 - 10	10	20
	10+	8	16
Time with husband	1 - 4	9	18
	5 - 8	11	22
	9 - 12	13	26
	13 - 20	7	14
	21+	8	16

TABLE 31

AMOUNT OF LEISURE TIME RESPONDENTS HAD PER DAY, WEEK

Leisure Time For Self	No. of Women	Per Cent
Hours per day	Hours/Day	Day
0	29	>8
½	6	12
45 minutes	2	4
1 hour	9	18
1½ hours	2	4
2 hours	4	8
Hours per week	Hours/Week	Week
0	20	40
1 - 4	14	28
5 - 7	6	12
8 - 10	2	4
11 - 12	3	6
13 - 14	3	6
15	1	2

TABLE 32

ACTIVITY MAJOR PORTION OF TIME SPENT ON WHEN NOT WORKING

	No. of Women	Per Cent
Household Duties	16	32
Childcare	27	54
Studying	2	4
Visiting Friends	3	6
Family	1	2
Sewing	1	2

NOTE: household duties include cleaning, laundry, preparing meals and outside activities

TABLE 33

SPOUSAL ASSISTANCE WITH DOMESTIC TASKS

	No. of Women	Per Cent
Housework/cleaning	30	60
Cooking/preparing meals	28	56
Caring for children	43	86
Errands/shopping	39	78
Laundry	11	22

TABLE 34

LIFESTYLE DESCRIPTION

	No. of Women	Per Cent
Hectic	25	50
Satisfactory	25	50
Not Satisfactory	0	0

TABLE 35

MORE TIME FOR OTHER ACTIVITIES

	No. of Women	Per Cent
Yes	39	78
No	11	22

* Activities most commonly mentioned were exercise and fitness (over 50%) and time for self in general.

TABLE 36

ENOUGH TIME FOR SELF, HUSBAND, CHILDREN

	No. of Women	
	Yes	No
Self	20	30
Husband	30	20
Children	40	10

TABLE 37

PRESENT WORK STYLE SATISFACTORY FOR PERFORMING OUTSIDE ACTIVITIES

	No. of Women	Per Cent
Yes	46	92
No	4	8

TABLE 28

OWN HOURS OF WORK - RESPONDENT'S CHOICE

Hours	No. of Women	Per Cent
* Full day from: 8 a.m. - 5 p.m.	13	26
9 a.m. - 6 p.m.	9	18
12 a.m. - 8 a.m.	1	2
6 p.m. - 12 a.m.	1	2
2 p.m. - 9 p.m.	2	4
10 a.m. - 6 p.m.	9	18
7:15 a.m. - 3:30 a.m.	1	2
Alternating days (2x) 8:30 - 4:30 plus (1) 1/2 day	5	10
Mornings 8 a.m. - 1 p.m.	9	18

* women working w/in time frame - e.g. 8:30 or 8:00 - 4:30

TABLE 39

RESPONDENTS CHOICE OF HOURS PER DAY

Per Day	No. of Women	Per Cent
3 - 4	13	26
6 - 6 1/2	17	34
7 - 7 1/4	14	28
8 - 9	4	8
10	1	2
Alternating 8 & 4	1	2

TABLE 40

RESPONDENTS CHOICE OF HOURS PER WEEK

Per Week	No. of Women	Per Cent
3 - 10	4	8
12 - 15	5	10
16 - 18	13	26
19 - 21	15	30
30 - 33	4	8
35	1	2
Alternating 14 1/2 - 21 3/4	4	8
Alternating 20 - 30	1	2

TABLE 41

PREFERENCE FOR TIME OF DAY WORKED

	No. of Women	Per Cent
Morning	7	14
Afternoon	3	6
Evening	1	2
Nights	1	2
Combination of morning & afternoon	38	76

TABLE 42

CONSIDERATION OF ALTERNATIVE WORK STYLES

	Flex-time		Job Sharing		Compressed Work Week	
	No. of Women	Per Cent	No. of Women	Per Cent	No. of Women	Per Cent
Take Advantage Of	37	74	49	98	15	30
Current Job Efficiency Through Use Of	28	56	42	84	19	38

TABLE 43

OPPORTUNITY FOR CAREER CHANGE

	No. of Women	Per Cent
Yes	28	56
No	22	44

TABLE 43A

CAREER ASPIRATIONS

	# of Women	Per Cent
Return to College or University	34	68
On the Job Training	41	82
Retraining with Subsidy	34	68

TABLE 44

MOST EFFECTIVE WORK STYLE FOR RESPONDENTS

Most effective work style	No. of Women	%
Flex time	5	10
Job sharing	17	34
Compressed work week	0	0
Part-time	28	56
Full-time	0	0
TOTAL	50	100%

TABLE 45

KNOWLEDGE OF ALTERNATIVE WORK STYLES
(FLEX-TIME, JOB SHARING, COMPRESSED WORK WEEK)

	No. of Women	Per Cent
Yes	32	64
No	18	36

APPENDIX 2
DEFINITIONS

DEFINITIONS

Part-time work - work less than 30 hours per week or work on a part-month or part-year basis.

Regular part-time - a set number of hours or days per week worked on a regular basis.

Casual part-time - part-time work on a non-specified basis i.e. varying hours from week to week.

Contingent part-time - dependent on cycles of work usually. eg. Christmas employment only.

Job sharing - the splitting into two of a full-time position including the provision of fringe benefits.

Flex-time - the opportunity to have flexible hours within a prescribed core time, usually a month.

Compressed work week - the compression of work hours into one day e.g. working twelve hour days as opposed to 7½ hours.

Occupational skills - subjectively defined as any skills used acquired either through formal training or experience.

Household responsibilities - any domestic task performed either inside or outside of the home.

APPENDIX 3

SURVEY QUESTIONNAIRE

PART-TIME EMPLOYMENT & WOMEN

WOMEN'S BUREAU STUDY OF WOMEN WORKERS

Introduction

Hello, my name is Lisa Dveris and I am employed with the Women's Bureau of the Department of Labour & Manpower, Manitoba Government. We are conducting interviews to examine present workstyles and explore alternative workstyles for women between the ages of 25 & 40. We would also like to discover what the "ideal" work situation could be for you.

I have several questions to ask you. However, I will not write your name on the survey. Your replies will be kept strictly confidential and used only for research purposes. The interview will take about thirty minutes.

BACKGROUND INFORMATION

---

1. In which age category do you belong?

   1. 25-29
   2. 30-34
   3. 35-40

   _____

2. What is your present marital status?

   1. single (never married)
   2. widowed
   3. divorced
   4. separated
   5. married
   6. common-law

   _____

3. Do you have any dependent children?

   yes _____ no _____

   How old are they? _____

4. Listed are classifications for income. Please specify the number closest to your annual income.

   1. under $3,000
   2. $3,000 - $6,999
   3. $7,000 - $10,999
   4. $11,000 - $14,999
   5. $15,000 - $19,999
   6. $20,000 - $24,999
   7. $25,000 - $34,999
   8. over $35,000

   _____

5. What is your highest level of education?

   a) no formal education
   b) elementary
   c) junior high
   d) senior high
   e) adult education
   f) apprenticeship
   g) business or commercial college
   h) technical training
   i) vocational training
   j) hospital training
   k) college or university

   _____

B PRESENT WORK STATUS

1. a) What is your present occupation _____

   b) (i) How long have you been in this job? _____
   (if less than 5 years, ask (ii)

   (ii) What is your main reason for returning to work? _____

   _____

   _____

2. What type of part-time work do you do?

   1. regular part-time _____
   2. casual part-time _____
   3. contingent part-time _____

3. How many hours per week are you presently working? _____

4. Are you satisfied with your present job?

   yes_____ no_____

   Why are you dissatisfied with your job? _____

   _____

   _____

5. a) What time of day do you generally work?

   morning _____
   afternoon _____
   evening _____
   night _____
   combination _____

   b) What specific hours do you work? _____

6. Who selects your working hours?

   yourself _____
   employer _____
   combination _____

7. Why did you choose part-time over full-time employment?

a) family situation (please specify) _____
b) student _____
c) health and/or age _____
d) psychological need/mental health _____
e) supplement other income _____
f) keep license of specialty up-to-date _____
g) fewer hours preferred _____
h) flexibility of hours _____
i) only part-time status available in line of employment preferred _____
j) cut back, lay-off of staff to part-time _____
k) other, please specify _____
l) no reason in particular _____

8. What is your <u>main</u> reason for working part-time?

_____ family obligations
_____ attending school
_____ could not find full-time work
_____ health
_____ prefer shorter hours
_____ other, please specify _____

9. As a part-time worker, are you included in the company pension plan?

yes _____ no _____

10. Do you receive any fringe benefits from your employment?

a)	sick leave	yes _____	no _____	don't know _____
b)	staff discounts	yes _____	no _____	don't know _____
c)	profit sharing	yes _____	no _____	don't know _____
d)	medical and hospital premiums paid	yes _____	no _____	don't know _____
e)	dental insurance	yes _____	no _____	don't know _____
f)	overtime pay	yes _____	no _____	don't know _____
g)	unemployment insurance	yes _____	no _____	don't know _____

h) others, please specify _____

_____

11. a) What are your occupational skills? _____

_____

_____

b) Are you using these occupational skills in your present job?

yes _____ no _____

12. With regard to duties performed in your present job, do you feel you are -

1) over-qualified
2) under-qualified
3) suitably qualified _____

13. a) Are there any opportunities for promotion in your job?

yes _____ no _____

b) If yes, are you interested in getting promoted?

yes _____ no _____

please explain _____

_____

14. Do you feel your job is satisfactory in the following areas?

1)	salary	yes _____	no	_____
2)	hours	yes _____	no	_____
3)	benefits	yes _____	no	_____
4)	treatment by employers	yes _____	no	_____
5)	treatment by co-workers	yes _____	no	_____

15. Would you prefer to be working full-time?

yes _____ no _____

please explain _____

_____

16. As a part-time worker, are you a member of any union?

yes _____ no _____

if yes, specify _____

if no, why not? _____

17. a) Do you need child care?

yes _____ no _____

b) if yes, what is your present arrangement?

day care centre _____
family care centre _____
babysitter outside your home _____
babysitter inside your home _____
relative over 18 years _____
relative under 18 years _____
child looks after self _____
other _____

c) Are you satisfied with your present arrangements?

yes _____ no _____

18. d) if not, what would you prefer?

day care centre _____
family care home _____
babysitter inside home _____
babysitter outside home _____
relative over 18 years _____
relative under 18 years _____
child looks after self _____

e) Would you work full-time if good child care was available?

yes _____ no _____

f) If it was available, would you use child care at your workplace?

yes _____ no _____

please explain _____

_____

C. PROBLEM AREAS

1. How many hours of the week do you spend carrying out the following activities?

a) housework/cleaning _____
b) cooking/preparing meals _____
c) caring for children _____
d) laundry _____
e) errands, shopping _____
f) leisure time alone _____
g) time with husband/s.o. _____

2. How much leisure time/relaxation time do you set aside for yourself?

hours per day _____

hours per week _____

3. When you are not working, what is the major portion of your time spent on? _____

4. Does your spouse/significant other assist you with the following activities?

a) housework/cleaning yes _____ no _____
b) cooking/preparing meals yes _____ no _____
c) caring for children yes _____ no _____
d) errands, shopping yes _____ no _____
e) laundry yes _____ no _____

5. In general, would you describe your lifestyle as -

   1) hectic - not enough time for all activities

      yes _____ no _____

   2) satisfactory - enough time for all activities

      yes _____ no _____

   3) not satisfactory - too much spare time and not enough activity

      yes _____ no _____

6. a) Would you like more time for other activities?

      yes _____ no _____

   b) if yes, what is the main activity you would carry out during this time?

      _____

      _____

7. Do you feel that with children and your work schedule, you have enough time
   (i) for yourself?

      yes _____ no _____

   (ii) for your husband/s.o.?

      yes _____ no _____

   (iii) for your children, alone

      yes _____ no _____

D. ALTERNATIVE WORKSTYLES

---

1. Is your present workstyle satisfactory in terms of allowing you freedom and time enough to perform outside activities?

   yes _____ no _____

2. a) If you were able to make your own hours of work to balance out all aspects of your lifestyle, what hours of employment would you choose?

      _____

      _____

b) How many hours per day? _____

c) How many hours per week? _____

d) What time of day? e.g. morning _____
afternoon _____
evening _____
nights _____
combination _____

3. Some employers make use of "Flexible Hours", that is you, the employee can choose hours that are most suitable for you for working over a certain number of hours a day. For example, instead of 9 to 5, you could alter your hours to anytime over the prescribed core hour fixed time (usually 10 - 3).

(a) Would you take advantage of this if it were available to you?

yes _____ no _____

comments _____

_____

(b) Do you feel your job could be efficiently carried out by working flexible hours?

yes _____ no _____

4. Another method of employment is the use of "job sharing", that is, two employees share the one position with the salary being split in two. For example, one employee works Monday, Tuesday, and Wednesday morning while the other works Wednesday afternoon, Thursday, and Friday. Or one employee works mornings and the other works afternoons.

(a) Would you take advantage of this if it were available to you?

yes _____ no _____

(b) Do you feel your job could be efficiently split in this manner?

yes _____ no _____

comments _____

_____

_____

5. Another method of employment is the use of "Compressed Work Week", that is, an employee may alternate between a 5 day work week and a four day work week by accumulating hours. Or, an employee may work 4 - 12 hour days and have the following 4 days off.

(a) Would you take advantage of this if it were available to you?

yes _____ no _____

5. b) Do you feel your job could be efficiently carried out in this manner?

yes _____ no _____

comments _____

_____

_____

6. a) Would you like the opportunity to change your career?

yes _____ no _____

b) Would you consider -

(i)	returning to college or university	yes _____	no _____
(ii)	on the job training	yes _____	no _____
(iii)	retraining with subsidy	yes _____	no _____

7. What do you see as being the most effective workstyle for you?

a) flextime _____
b) job sharing _____
c) compressed work week _____
d) part-time _____
e) full-time _____

8. Flextime, job sharing and compressed work week are all viable options for women needing to combine motherhood and career. Before this questionnaire, had you heard of any of these alternative workstyles?

flextime	yes _____	no _____
job sharing	yes _____	no _____
compressed work week	yes _____	no _____

POOR

QUALITY

ORIGINAL